

# CONTRACTOR APPROVAL FORM (Less than five employees)



Jersey Electricity operates a contractor vetting and approval system. Our purchasing policy dictates that Jersey Electricity will only employ the services of approved contractors.

It is essential that all parts of this application form are fully completed and that copies of all relevant documents as listed in section 7 of this document are returned with the completed application form. Where a question is not relevant to your company you should write 'not applicable' (N/A).

Failure to complete all sections of this form or failure to return appropriate documents will result in this application being rejected.

The information contained in this application will be treated as confidential and will not be disclosed to any third parties.

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The completed form should be returned by email, fax or post to:

Mr. Kevin Bonass  
Jersey Electricity plc  
The Powerhouse,  
PO Box 45,  
Queens Road,  
St. Helier,  
Jersey  
JE4 8NY

Tel No	01534 505219
Email	kbonass@jec.co.uk

**SECTION 1  
GENERAL COMPANY INFORMATION**

1	Company Name		
2	Company Address		
3	Company Registration No		
4	Type of Company (eg Limited/PLC/Sole Trader)		
5	Years in operation		
6	Number of employees	Managers	
		Supervisors	
		Manual Operatives	
7	Association with other companies		
8	List of directors		
9	Membership of industry or professional bodies		

**SECTION 2  
CUSTOMER REFERENCES**

Please submit a minimum of three customers' references. These references will ideally be from customers for whom you are providing a similar service to the one that Jersey Electricity requires.

**Reference 1**

Name	
Address	
Contact	
Tel No	
Email	

**Reference 2**

Name	
Address	
Contact	
Tel No	
Email	

**Reference 3**

Name	
Address	
Contact	
Tel No	
Email	

**SECTION 3  
HEALTH AND SAFETY**

1	Do you have a Health and Safety Policy Statement? If Yes, please submit a copy with this application	Yes	No	
2	Please give a summary of any accidents for the past three years.			
		Current year	Last year	Year before last
	Fatal accidents			
	Major injuries (more than three days absence)			
	Less than three-day accidents			
	Incidents and near misses			
	Number of employees			
3	Has your Company or any individual of your Company been prosecuted for any breach of health and safety legislation or been served a prohibition or improvement notice within the past five years? If Yes, give details and actions that were taken to prevent a recurrence.	Yes	No	
4	Are you able to submit sample Risk Assessments and Method Statements? If Yes, please attach recent examples to this application form.	Yes	No	
	If No, will you be willing to seek help from a competent person in order to produce them?	Yes	No	
5	Do you have any objection to a representative of Jersey Electricity carrying out an inspection of any site where you are currently carrying out work?	Yes	No	

**SECTION 4  
SUB-CONTRACTORS**

Do you employ sub-contractors?	Yes	No
If you do employ sub-contractors, please list them		
If you do employ sub-contractors how are they vetted?		

**SECTION 5  
ENVIRONMENT CONSIDERATIONS**

1	Does your Company have a written Environment Policy Statement? If yes, please submit a copy with this application.	Yes	No
2	Does your Company have policies and procedures for waste management and pollution control? If yes, please submit a copy with this application.	Yes	No
3	Has your Company been convicted for offences under Environmental Legislation, the Statutory Nuisance Law, or been served an improvement notice or had a licence revoked in the last 3 years? If Yes, please give details	Yes	No

**SECTION 6  
COMMERCIAL INFORMATION**

**6.1 Financial Standing**

Please confirm your annual turnover	Last year	
	Previous year	

**6.2 Insurance Details**

Please provide details of Insurance Policies held by you and submit copies of the policy certificates for each type of insurance.

**Employer's Liability**

Insurer's Name			
Limit of Liability		Expiry Date	
Excess		Policy Number	

**Public Liability**

Insurer's Name			
Limit of Liability		Expiry Date	
Excess		Policy Number	

**SECTION 7  
SUBMISSION DETAILS**

Please confirm that copies of the following documents have been submitted with this form.

Documents	Attached	
Health and Safety Policy Document	Yes	No
An example of a Risk Assessment	Yes	No
An example of a Method Statement	Yes	No
An Environmental Policy Statement	Yes	No
Current Public Liability Insurance Certificate	Yes	No
Current employer's Liability Insurance Certificate	Yes	No

**Application completed by**

**I certify that the information given in this form and in any supporting documents is correct and complete and undertake to inform Jersey Electricity of any changes in circumstances in any of the above areas. I understand that failure to comply with any of these undertakings, once given, may lead to the contract (if awarded) being cancelled forthwith, whether or not the works have commenced. In the case of cancellation monies will only be paid for actual work carried out up to the point of cancellation and not for any loss of profit or any other costs not directly associated with the work already carried out.**

Application completed by	
Position	
Date	
Tel No	
Email	

**SECTION 8  
RECOMMENDATIONS  
(For Jersey Electricity Internal Purposes Only)**

Based on the information provided within this questionnaire and at the subsequent meeting, we recommend that we do/we do not approve this Contractor to carry out work on behalf of the Jersey Electricity plc.

Name	Accepted or Rejected	Signed	Department	Date
			Procurement	
			User Department	
			Health and Safety (if required)	

If the recommendation is not to approve the Supplier, please list reasons:

Any further comments:

Details entered on Navision:

Entered on Navision by:	
Date:	